



**United States District Court  
District of South Dakota**

**VACANCY ANNOUNCEMENT 17-09**

**POSITION TITLE:** Clerk of Court  
**DUTY STATION:** Sioux Falls, South Dakota  
**SALARY RANGE:** JSP 16 – 17 (\$139,899 - \$186,282) Dependent Upon Qualifications  
**OPENING DATE:** September 1, 2017  
**CLOSING DATE:** Open Until Filled; applications received by October 2, 2017 will be given priority consideration

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**POSITION OVERVIEW**

The United States District Court for the District of South Dakota is seeking a senior level executive with expertise as an administrator of a complex, diverse and innovative organization to serve as the Clerk of Court. The Clerk of Court is appointed by the district judges and has overall management authority and responsibility for the non-judicial components of the court.

As the Court's chief administrative officer, the Clerk works closely with the Chief Judge and the Chief Probation Officer to ensure that the administrative and operational needs of the Court are effectively and efficiently met. The position requires an individual who possesses the experience, management skills and technical expertise necessary to anticipate and resolve complex administrative, operational, budgetary, and information technology challenges quickly and effectively. Exceptional communication and interpersonal skills are required, along with a proven record of leadership and accomplishment, preferably in a federal court environment.

The Clerk serves as the Court's liaison and works cooperatively with federal and local government agencies, bar groups, media representatives and the public. The Clerk of Court for the District of South Dakota works in collaboration with the Chief Judge, the Clerk of the U.S. Bankruptcy Court, and the Chief U.S. Probation Officer. This position reports directly to the Chief U.S. District Court Judge.

**DUTIES AND RESPONSIBILITIES**

The Clerk of Court performs duties and responsibilities which include, but are not limited to:

- Working closely with the Chief Judge, District Judges, and Magistrate Judges of the District of South Dakota and making recommendations regarding court administration and policy matters;
- Creating a vision of excellence through strategic planning in an environment of limited and decreasing resources;
- Providing the administrative and operational infrastructure necessary to efficiently and effectively achieve the Court's mission;
- Preparing the Court's annual budget for approval and directing the Court's financial functions;
- Directing the processing of civil and criminal cases (records management, docketing, quality control, case management, creation of the official record) while maintaining the integrity of official court records in the custody of the Court;
- Directing and overseeing the Court's property, procurement, and financial management programs, and ensuring proper oversight in the development, revision, and maintenance of internal control procedures;
- Preparing short and long term plans for space and facilities management;
- Providing statistical analysis and submitting required reports;

- Analyzing and making recommendations on statutes, local rules, and procedures affecting the operation of the Court;
- Creating and maintaining a culture that values human resources and the contributions necessary to maintain an excellent organization;
- Performing the statutory duties of the Clerk's Office through oversight of all deputy clerks;
- Working collaboratively with the Chief Probation Officer, directing the Court's information technology, administrative services, and human resources systems and processes;
- Managing juror payments and all jury operations of the Court;
- Overseeing the implementation of the Court's Criminal Justice Act Plan;
- Directing development and administration of comprehensive emergency preparedness plans;
- Serving as liaison with other court and government agencies;
- Staffing various judicial committees and coordinating special events and projects;
- Serving as the Court's Public Information Officer;
- Working with vendors, members of the bar, the public, and government agencies on a variety of issues related to the delivery of court services.

## QUALIFICATIONS

**Education:** To qualify for a position of Clerk of Court JSP 16 through JSP 17, a person must have a bachelor's degree from an accredited college or university, ideally with an emphasis in government, judicial, public or business administration, or a related field. A master's degree or advanced degree is preferred.

**Experience:** This position requires a minimum of 10 years of progressively responsible administrative experience in public service or business which provides a thorough understanding of organizational, procedural, and human aspects in managing a complex organization. At least three of the 10 years of experience must have been in a position of substantial management responsibility and leadership. This experience should include operational knowledge of the courts, financial management, space and facilities management, human resources management, and oversight of information technology. The candidate must be experienced in managing multiple complex tasks with competing deadlines.

## APPLICATION PROCESS

Qualified applicants are invited to submit the following:

1. A detailed resume which includes education and previous employment.
2. An application for Judicial Branch Employment (AO 78) which is available at <http://www.uscourts.gov/forms>
3. Completed application packages must be emailed in a **single PDF** to [human\\_resources@sdd.uscourts.gov](mailto:human_resources@sdd.uscourts.gov) with subject line "Clerk of Court 17-09".

**Please note: Incomplete application packets will not be considered.**

Applications must be received by close of business (5:00 pm CST) on October 2, 2017 for priority consideration. Applications will be screened for qualifications and only the most qualified applicants will be selected for a personal interview. Expenses associated with interviews will not be reimbursed. Relocation expenses may be available to the selected applicant.

## BENEFITS

Employees appointed for this position are entitled to paid vacation, paid sick leave, 10 federal holidays per year, medical insurance from a variety of plans, group life insurance options, pre-tax flexible spending

plans for medical costs and dependent care, employee-paid dental and vision insurance, participation in the Thrift Savings Plan (401K), and participation in Federal Employees Retirement System.

#### **CONDITIONS OF EMPLOYMENT**

The Clerk of Court is required to live within the judicial district. Any applicant selected for the position will be hired provisionally pending successful completion of an FBI background investigation. Employees of the Court are excepted service appointments and considered at-will with no coverage by federal civil service classifications or regulations and can be terminated with or without cause. All judiciary employees are required to adhere to the Judicial Code of Conduct. Applicants must be a U.S. citizen or eligible to work in the United States. This position requires mandatory electronic fund transfer (direct deposit) for payment of net pay. The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date with or without any prior written notice.

**THE UNITED STATES DISTRICT COURT IS AN EQUAL EMPLOYMENT OPPORTUNITY  
EMPLOYER.**